



## **NORTHFIELD BOARD OF SELECTMEN MEETING**

Minutes of the meeting of October 19, 2021

**Present:** Selectman Kevin Waldron and Selectman Mark Hubbell.

**Town Staff Present:** Town Administrator Ken Robichaud, Police Chief John Raffaely, and DPW Director, Justin Bernier.

**Zoom Attendees-**Denny French and Jennifer.

**Also Present:** Ken Tomlins, Jason Durgin, and Carl Bartlett.

**Selectmen Waldron opened the Selectmen's Work Session at 5:00 pm.**

The Pledge of Allegiance was recited.

### **Police Department Update**

The Chief informed the Selectmen that he has received a quote for a new cruiser. Because of the pandemic vehicle availability is becoming scarce and this purchase would be out of the normal purchasing process that the Town would normally do. Vehicle orders must be placed by November 12<sup>th</sup> 2021, in order to receive a new vehicle for 2022. The cost is approx. \$55,000.00 for a fully outfitted front line cruiser. Selectmen Waldron asked the Town Administrator for balances in the Cruiser Fund and the Detail Fund. The Town Administrator answered \$18,000.00 and \$24,170.00 respectively. Selectmen Waldron asked for the outlook of the 2021 budget and what if any funds may be available from there. The Town Administrator stated that due to unfilled positions and some unexpected grants as well as unexpected revenues we should have plenty left over in the budget. The Administrator stated to also keep in mind that there are some unexpected expenses as well. Discussion turned to how we should proceed for the purchase of this large ticket item as the Selectmen were hesitant in moving outside of the normal purchasing procedure. Selectman Waldron wanted to "Chew" on it for a while and did not want to make a decision right then. The vehicle would replace an older cruiser with over 120,000 miles on it.

### **Public Works Department Update**

Director Bernier informed the Selectmen that he would like to purchase a new radio for the new backhoe. The radio that was taken out of the old backhoe needs to be repaired and tested or to replace this with a new radio is approx. \$1,008.00 for a Kenwood. The Selectmen will want more quotes. Director Bernier will get a new quote for another radio.

Director Bernier presented quotes to replace the zero turn mowers that he currently has. The current models are 10 and 12 years old and are considered residential grade mowers. Mr. Bernier would want commercial grade mowers and presented quotes for 48inch deck for \$4,649.00 and for a 54inch deck is \$4,749.00. The Selectmen will think about this purchase before giving the okay.

Director Bernier presented a quote from Irwin Motors for a new 2022 Ford F-350 with a 6.2 liter engine and a 9 foot X-Blade. Another quote from McGovern Municipal HQ, for a 2022 F-350 7.3 Liter engine with a Fisher 9.5 Ft. V-Blade for \$47,961.60. The Selectmen are not ready to discuss this at this time.

Mr. Bernier spoke about the sidewalk that the Selectmen would like to build on Dearborn Avenue. There is a grant available for this project but is not available until the grant year 2023. The company that Mr. Bernier spoke with stated that Granite curbing is just as cheap as asphalt curbing. The Selectmen disagreed with this thinking.

Selectmen Hubbell brought up the parking lot area in front of Town Hall and if we are moving forward with installing Bollards as part of this project. The Town Administrator discussed with the Selectmen aesthetics what should be used fencing or bollards with fencing and how should it look and it was determined that we should install Bollards across the parking lot to keep vehicles away from the front entrance, once this is done we then can look to see how we can make it more visually pleasing if needed.

Selectman Waldron asked about the Bay Hill & Shaker Road Projects. Mr. Bernier advised the Selectmen that Hiltz Construction is planning on dropping equipment on Thursday and Friday and will be in the ground on Monday. The Pipe situation is still waiting on the 18 inch pipe which the company continues to call the manufacturer daily.

### **Administration Update**

Town Administrator Robichaud informed the Selectmen that Affinity Lighting has started the LED Street Light retrofit project this morning and as of this moment has completed the "Village Area" of Northfield with over 65 old street light conversions finished. They will hopefully finish today; if not today they will finish tomorrow.

The old utility pole on Bay Hill Road still has Consolidated Communications equipment remaining on the pole. Mr. Robichaud stated that he has had communications with Consolidated and the project has been assigned to Dan Desrochers of Northfield who is the Construction Foreman for Consolidated Communications and he is aware of the situation.

Mr. Robichaud presented a letter to the Selectmen at their request, which will be sent to the Old Home Day Committee as the Selectmen are disappointed in the performance and decision making of the Old Home Day Committee. The Selectmen are requesting the Committee come to a future Selectmen's meeting to discuss the future of the Old Home Day Committee and the funding from the Town to this Committee. The Selectmen signed the letter to be sent.

Selectman Hubbell asked the Town Administrator if he had revised the Pines Park Committee plan. Mr. Robichaud stated that he had and it was sent to the Selectmen last Wednesday afternoon. The Selectmen discussed the plan for the Committee and decided to accept letters of interest for any Northfield Resident who would like to be on the Committee. The Selectmen will read the letters next week.

The Town Administrator wanted to discuss with the Selectmen plans for road repairs next year. We have ARPA funds to use for drainage and engineering and we would be wise to start that this year so next year we would be able to bid out the project in early spring, so that we can move forward with work earlier in the year. The Selectmen will look at this next week. The Selectmen discussed making Silver Lane, Meagan Lane, and Sara Lane dirt roads. They will also look at the vehicle list more closely next week.

Selectman Waldron discussed opening up Public Input back up this week to a back and forth type discussion. He would like to try it this week and see how it goes. Selectman Hubbell was in agreement as well.

### **Public Input**

**Ken Tomlins-** asked if the Selectmen discussed the Franklin Water Park. The Selectmen asked the Town Administrator- Mr. Robichaud stated that he had sent out two emails one to the City Manager that went

unanswered, and the second one was sent to the Water Park information center, both went unanswered. Mr. Robichaud stated that he will try again next week.

**Carl Bartlett-** Asked when the Selectmen are starting the 2022 budget. Also he asked if the Selectmen would have a joint meeting with the Budget Committee as it had been done in the past. Selectman Waldron asked Mr. Bartlett when this occurred; Mr. Bartlett was not sure but asked the Selectmen to contact Mr. Corliss as he has been around for a long time.

Discussion turned to when the Selectmen will start budget meetings, Mr. Waldron stated that the Department Heads have received budget blanks and are currently working on them. In short, we will start this soon.

**Jason Durgin-** discussed the material under Shaker Road is wet most of the year, so it should be looked at. Mr. Durgin asked when the Selectmen are looking at filling the third seat. Mr. Waldron stated that any discussion will be discussed in public and currently there are no discussions planned. Mr. Durkin stated that quite a few people have been asking about this and think that there should be three Selectmen and I am publically stating at this time I am interested in the third seat.

#### **Other Business:**

Selectman Hubbell asked about the crosswalk sign that was stolen last week from in front of Town Hall and are we going to replace it. Mr. Robichaud stated that he would like to bring it up again that he feels a solar operated flashing sign that is permanently mounted on a T-post on the side of the road would be the best result. Although they are costly it would be better than a freestanding one.

**Selectman Waldron/Hubbell motioned to approve the minutes of October 12th 2021. There were several spelling corrections made, All in favor, motion passed.**

Selectman Waldron asked about upcoming trainings at the NHMA Conference. And was wondering what trainings would be beneficial to our staff. Mr. Robichaud stated that Ms. Giovannucci reviews the trainings and will match up trainings to staff.

Selectmen Waldron asked Mr. Durgin about how he would handle the cruiser purchase. Mr. Durgin approached the microphone and stated that he believes because what is going on in the world today and what the epidemic has caused the disruption in goods and services and that there is a potential shutdown that he would do the same as what the Selectmen are considering.

Selectman Waldron asked Mr. Bartlett the same question. Mr. Bartlett stated that he understands the process of capital reserves. He suggested that the Selectmen make the issue known to the Town residents and the issues that may occur if we delay in purchasing the vehicle.

Selectman Waldron recessed the meeting for 5 minutes at this time.

Selectmen Waldron brought the meeting back to order at this time.

**Sel. Waldron made a motion at 7:35 pm to go into nonpublic session under NH RSA 91a; 3-II, (A,B &C) seconded by Sel. Hubbell. Roll call vote–Selectman Hubbell–Yes and Selectman Waldron- Yes.**

**Waldron/Hubbell moved to reconvene the public session at 8:52 pm. Roll Call Vote, Selectman Hubbell- Yes and Selectman Waldron-Yes, Motion passed by unanimous roll call vote.**

**Waldron/Hubbell moved to seal the minutes of the non-public session because divulgence of the information likely would affect adversely the reputation of any person other than a member of the board, or render the proposed action of the board ineffective.**

**Roll call vote, Selectman Hubbell –Yes and Selectman Waldron-Yes. Motion passed by unanimous roll call vote and the minutes are hereby sealed.**

**Other Business:**

Selectman Waldron asked the Town Administrator about the ongoing air Conditioning issue downstairs in Town Hall. Mr. Robichaud answered that he had forgotten all about this project and will have two more quotes in the near future for them to review.

Selectman Waldron stated that at a past meeting the Selectmen had removed Presidents Day from the employees list of paid Holidays, and he would now like to reinstate that day for the employees. Selectmen Hubbell was in agreement with this and therefore the Selectmen instructed the Town Administrator to inform the employees and to also make the correction in the employee handbook.

Next week's meeting will be at 5pm.

With no further business to come before the Board of Selectmen this Meeting was adjourned at 8:55 pm.

**Minutes Recorded by Town Administrator-Ken Robichaud**

**Minutes were voted and approved on October 26, 2021.**